



ACCOUNTANT

ADMINISTRATION

DEFINITION

Under direction of the Senior Accountant; maintains and prepares complex financial records, reports and projects; performs general professional accounting work and a variety of other technical tasks relative to financial reporting.

ESSENTIAL JOB FUNCTIONS

- End-of-month accounting which includes reconciling balance sheet accounts and various revenues;
- Prepares sales/use tax and lodging tax forms; enters JEs for the month; allocates interest;
- Prints and distributes financial reports;
- Maintains fixed asset reports;
- Serves as backup for utility billing;
- Assists with annual budget by reviewing requirements for GFOA and working with divisions on required budget information;
- Prepares audit work papers as needed;
- Reviews and posts daily cash receipts;
- Reconciles monthly bank statements; prepares and records all adjusting entries for accrual, cash, "our basis" statements and then generates and runs reports for same;
- Assists in the preparation of the ACFR;
- Maintains grant accounts and prepares grant reports;
- Maintains loan accounting files;
- Maintains special assessment files;
- Performs keno compliance procedures;
- Transfers payroll semi-monthly and utility billing weekly to bank; and
- Assist the Finance Officer and other staff with Tax Increment Financing (TIF) projects including: maintenance of records of TIF projects, tracking compliance with the requirements of redevelopment contracts, provide the initial review of TIF applications and related documents.
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Generally accepted accounting principles, practices and procedures and their application to a variety of accounting transactions and problems.
- Principles and practices of municipal budgeting.
- Pertinent Federal, State, and local laws, codes and regulations.
- Microsoft Office products which include Excel, Word and Outlook
- Modern office methods, practices, procedures, computer equipment, and financial software packages.
- Principles and practices of financial record keeping.

Ability to:

- Analyze and interpret financial and accounting records.
- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Develop and implement accounting system modifications.
- Establish and maintain effective working relationship with those contacted in the course of work.

TRAINING, EDUCATION, EXPERIENCE AND QUALIFICATIONS

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a closely related field. Five years of increasingly responsible professional accounting experience desirable, preferably municipal accounting experience.

EQUIPMENT USED

Computer and related software, scanner, printers, copy machine, calculator, telephone and other related office equipment.

PHYSICAL REQUIREMENTS

Key: N= Never O = Occasionally F = Frequently A= Always

	N	O	F	A
LIFTING		X		
TRANSPORTING		X		
PUSHING		X		
PULLING		X		
CLIMBING	X			
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING		X		
HANDLING			X	
FINGERING			X	
FEELING			X	
TALKING				X
HEARING				X
NEAR ACUITY		X		
FAR ACUITY		X		
DEPTH PERCEPTION		X		
COLOR VISION		X		
FIELD OF VISION		X		
TASTING/SMELLING	X			

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER		X		
EXTREME COLD	X			

EXTREME HEAT	X			
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL		X		
VIBRATION	X			
ATMOSPHERIC CONDITIONS	X			
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK	X			
HIGH EXPOSED PLACES	X			
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS	X			

POSITION:

STANDING: 15%
WALKING: 15%
SITTING: 70%

CONTROLS:

HAND-ARM: 80%
FOOT-LEG: 20%

STRENGTH LEVEL: 10-25 pounds